



PERSONNEL SERVICES BUREAU  
555 Wright Way  
Carson City, NV 89701  
(775) 684-4694

**CIVILIAN, STANDARD APPLICANT**  
**BACKGROUND INVESTIGATION PROCEDURES**

Dear Applicant:

Having successfully completed the initial application/testing required for a civilian position within the Nevada Department of Public Safety, you now advance to the next phase of our selection process; the Background Investigation.

The Nevada Department of Public Safety seeks to employ only those individuals who are most qualified. Towards this effort, we insist upon impeccable moral character, uncompromising integrity, and the possession of certain attributes common to all successful applicants.

We have identified those attributes, or job dimensions, which must be met before an applicant may be appointed to a position within our Department. The job dimensions for the position for which you have applied are:

1. Communication Skills
2. Problem Solving Ability
3. Learning Ability
4. Interest In People
5. Desire For Self Improvement
6. Dependability
7. Integrity/Honesty

In an effort to determine your ability to meet these job dimensions, an extensive background investigation will be conducted. This background investigation will verify the information that you provide in the Personal History Statement. **Be thorough and accurate in the completion of the Personal History Statement; omissions, inaccuracies and/or incomplete information may be cause for rejection from the application process.**

Pursuant to NAC 284.718 and NAC 284.726, confidentiality is imperative. Therefore, the findings of the background investigation will only be used to determine your suitability for placement within the Department. Should an offer of employment be accepted, the background investigation will be added to the employee's personnel file. This file, in its entirety, may be reviewed by management for personnel related issues at any time such an action is deemed necessary.

The information provided by you, obtained from third party sources (references, employers, co-workers, etc.), or discovered during the investigation will not be released to other persons or agencies unless they present this Department with a signed, notarized release from you. In addition, information we obtain from third party subjects during the course of the investigation will not be released to you at any time.

An exception to this confidentiality exists: if it is discovered that you are currently involved in a criminal activity or have committed an undiscovered felony, the law enforcement agency having jurisdiction will be notified.

Enclosed with this correspondence you will find:

1. Pre-Employment Waiver and Liability Release form
2. Personal History Statement
3. Required Document List
4. Two (2) Fingerprint Cards

Complete and bring **all** of these documents within two weeks of the date that you receive them (or the date specified during your initial testing) to the Nevada Department of Public Safety, Personnel Services Bureau, 555 Wright Way, Carson City, NV 89711.

Sincerely,

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Personnel Officer's Signature

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Printed Name

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Date

**REQUIRED DOCUMENT LIST**  
**CIVILIAN POSITIONS**

The below listed documents are to be provided by the applicant. These documents, along with this checklist, must be turned in with the Personal History Statement. Place a check mark in the spaces provided to the left of this form to verify that the required documents have been obtained. If a particular document does not apply to you, enter "N/A" in the space provided. **YOU MUST OBTAIN ALL REQUIRED DOCUMENTS OR EXPLAIN IN WRITING WHY YOU DID NOT. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR APPLICATION.**

- \_\_\_\_\_ 1. Waiver of Liability and Release Form
- \_\_\_\_\_ 2. Two (2) fingerprint cards
- \_\_\_\_\_ 3. Birth Certificate, or other official proof of birth
- \_\_\_\_\_ 4. High School Diploma/G.E.D. or High School transcripts (Higher Education Diploma and Transcripts if applicable).
- \_\_\_\_\_ 5. Other Certificates, Awards or Commendations that you would like to be considered.

**CERTIFICATION**

I hereby certify that I have read and understood the above information. I further understand that failure to provide the necessary requested documents or offering fictitious/erroneous statements may result in the rejection of my application.

\_\_\_\_\_  
Applicant's name (print)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**State of Nevada  
Department of Public Safety**

**SELECTION CRITERIA**

**LEVEL I  
Sensitive/Standard**

1. **Automatic Rejection** elements discovered during a Peace Officer applicant background by interview or investigation.
  - A. Any violation of public trust while previously employed in law enforcement or other public service.
  - B. Intentional falsification, deception, or omission of information during the application and background investigation process.
2. **Possible Rejection Elements.** The following factors will be considered on a case by case basis and may serve as the basis for rejection.
  - A. A conviction of a felony in this State or a conviction in another state which would be a felony if committed in this State.
  - B. A conviction of any offense involving the illegal use, sale or manufacture of controlled substances.
  - C. Conviction of one D.U.I. within the last five (5) years, or two (2) D.U.I. convictions in a lifetime.
  - D. Has a documented history of physical violence.
  - E. Has a Domestic Violence conviction.
  - F. Any illegal use of a controlled substance within one year of the date of application.
  - G. The discovery of an undisclosed crime that would adversely affect the applicant's work performance.
  - H. Convictions of a gross misdemeanor in this State or any offense in another State which would be considered as such if committed in this State.
  - I. Conviction of an offense resulting in incarceration.

- J. Suspension, revocation or cancellation of a driver's license within three (3) years of the date of application or has had two or more suspensions, revocations, or cancellations.
  - K. Three (3) or more hazardous traffic violations within three (3) years of the date of application.
  - L. Fraudulent use of unemployment or sick leave within ten (10) years of the date of application.
  - M. Termination for cause from a previous employer.
  - N. Separation from the United States Armed Forces under less than "honorable" conditions having a basis in misconduct.
  - O. Unfavorable recommendations from past or present references, employers, creditors, or landlords.
  - P. A demonstrated lack of financial responsibility.
  - Q. A history of sporadic or inconsistent employment.
  - R. A history of alcohol or controlled substance abuse which has hampered job performance within five (5) years of the application date.
  - S. Any affiliation with, and/or support of , any organization or group which advocates the violent overthrow of the State or the United States Government, or whose professed goals are contrary to the interest of the public safety and welfare.
  - T. Any conclusion by an oral interview panel that the applicant is unsuitable for work. In a law enforcement environment.
  - U. Any factor, or combination of factors, which would limit or prohibit the applicant from functioning successfully as a member of the Department of Public Safety, or would be detrimental to the Department.
3. The Director, or his designee, may at his/her discretion override any of the criteria set forth above.



**Personnel Services  
555 Wright Way  
Carson City, NV 8970**

**PRE-EMPLOYMENT WAIVER AND LIABILITY RELEASE**

In consideration for the processing of my application for the position of \_\_\_\_\_,  
I, \_\_\_\_\_, do hereby irrevocably agree to the following:

**WAIVER OF LIABILITY**

I hereby release from liability and promise to hold harmless under and all causes of legal action, the State of Nevada, the Department of Public Safety, its agents or employees, and any and all persons or entities in the pursuance of my background investigation.

**RELEASE OF INFORMATION**

I authorize, for a period of one (1) year from the date of signature on this document, any person or entity contacted by the State of Nevada, the Department of Public Safety, its agents or employees, during the course of my background investigation, to furnish to said persons or entities, any and all information that they may have concerning me, including, but not limited to, any confidential or privileged information, employment personnel files, any sealed data or materials, or agreed to be withheld information pursuant to any prior agreement or court proceeding involving disciplinary matters or any other information or opinions they may have.

**INVESTIGATION DISCOVERY WAIVER**

Pursuant to NAC 284.718 and NAC 284.726, confidentiality is imperative. Therefore, I hereby waive, without reservation, any right I may have, now or in the future, to examine, review or otherwise discover the contents of this background investigation and all related documents thereto. This waiver shall apply to any right of action of any nature whatsoever, that may accrue to myself, my heirs, or my personal representative(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Person Waiving Rights

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

(Notary Seal)

Notary public in and for said county of \_\_\_\_\_

State of \_\_\_\_\_



State of Nevada  
Applying Position \_\_\_\_\_

Civilian, Standard Applicant  
Personal History Statement

<b>PERSONAL</b>	
<b>NAME:</b> (Last, First, Middle)	<b>DATE OF BIRTH</b>
<b>OTHER NAMES YOU HAVE BEEN KNOWN BY:</b> (Nicknames, Maiden Names)	<b>SOCIAL SECURITY NUMBER :</b> (Disclosure is voluntary, used for identification purposes)
<b>PLACE OF BIRTH:</b> (City and State)	<b>SCARS-MARKS-TATOOS:</b> (Identification purpose)
<b>HEIGHT AND WEIGHT:</b> (Identification Purpose)	<b>HAIR COLOR AND EYE COLOR:</b> (Identification purpose)
<b>ADDRESSES</b>	
<b>HOME ADDRESS:</b> (Personal residence)	<b>MAILING ADDRESS:</b> (P.O. Box if applicable)
CITY STATE ZIP	CITY STATE ZIP
<b>PHONE NUMBERS</b>	
<b>HOME PHONE:</b>	<b>WORK/MESSAGE PHONE:</b> (cell phone. Pager)
<b>CURRENT MARITAL STATUS</b>	<b>SPOUSE NAME</b>
Single Married Divorced Separated Widowed	<b>Name:</b> <b>Address:</b> <b>Telephone Number:</b> <b>Occupation (phone/address):</b>

<b>FORMER SPOUSE(S)</b>		
Name: Address: Phone Number:	Name: Address: Phone Number:	
Name: Address: Phone Number:	Name: Address: Phone Number:	
<b>LIST ALL OF YOUR CHILDREN</b> (Including stepchildren and adopted)		
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>NAME:</b>	<b>AGE:</b>	<b>ADDRESS:</b>
<b>FAMILY HISTORY</b>		
<b>FATHER:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b> <b>OCCUPATION:</b>
<b>MOTHER:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b> <b>OCCUPATION:</b>
<b>FATHER-IN-LAW:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b> <b>OCCUPATION:</b>
<b>MOTHER-IN-LAW</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b> <b>OCCUPATION:</b>
<b>STEP-FATHER</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b> <b>OCCUPATION:</b>
<b>STEP-MOTHER</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b> <b>OCCUPATION:</b>



<b>FAMILY HISTORY CON'T.</b>		
<b>BROTHER OR SISTER:</b> (Include step-brothers and sisters)	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
1.		<b>OCCUPATION:</b>
2.	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
3.	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
4.	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
5.	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
6.	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
<b>PERSONAL REFERENCES</b> (Please list 5 references who are not relatives)		
<b>NAME:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
<b>NAME:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
<b>NAME:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
<b>NAME:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>
<b>NAME:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
		<b>OCCUPATION:</b>

<b>RESIDENCE(S) AND CO-HABITANT(S)</b> (List all residences for the last 10 years)			
<b>ADDRESS:</b> Co-habitant(s) name and phone #:	<b>FROM:</b> <b>TO:</b> Reason for leaving:	<b>OWN</b> <b>RENT</b> Landlords address/phone #:	
<b>ADDRESS:</b> Co-habitant(s) name and phone #:	<b>FROM:</b> <b>TO:</b> Reason for leaving:	<b>OWN</b> <b>RENT</b> Landlords address/phone #:	
<b>ADDRESS:</b> Co-habitant(s) name and phone #:	<b>FROM:</b> <b>TO:</b> Reason for leaving:	<b>OWN</b> <b>RENT</b> Landlords address/phone #:	
<b>ADDRESS:</b> Co-habitant(s) name and phone #:	<b>FROM:</b> <b>TO:</b> Reason for leaving:	<b>OWN</b> <b>RENT</b> Landlords address/phone #:	
<b>ADDRESS:</b> Co-habitant(s) name and phone #:	<b>FROM:</b> <b>TO:</b> Reason for leaving:	<b>OWN</b> <b>RENT</b> Landlords address/phone #:	

  

<b>EDUCATION</b> (College, Technical, and High School)			
<b>HIGH SCHOOL NAME:</b>	<b>ADDRESS:</b>	<b>YEARS ATTENDED:</b> <b>FROM:</b> <b>TO:</b>	<b>SCHOOL REFERENCES:</b>
<b>COLLEGE:</b>	<b>ADDRESS:</b>	<b>YEARS ATTENDED:</b> <b>FROM:</b> <b>TO:</b>	<b>SCHOOL REFERENCES:</b>
<b>COLLEGE:</b>	<b>ADDRESS:</b>	<b>YEARS ATTENDED:</b> <b>FROM:</b> <b>TO:</b>	<b>SCHOOL REFERENCES:</b>
<b>COLLEGE:</b>	<b>ADDRESS:</b>	<b>YEARS ATTENDED:</b> <b>FROM:</b> <b>TO:</b>	<b>SCHOOL REFERENCES:</b>
<b>TECHNICAL SCHOOL:</b>	<b>ADDRESS:</b>	<b>YEARS ATTENDED:</b> <b>FROM:</b> <b>TO:</b>	<b>SCHOOL REFERENCES:</b>
<b>OTHER:</b>	<b>ADDRESS:</b>	<b>YEARS ATTENDED:</b> <b>FROM:</b> <b>TO:</b>	<b>SCHOOL REFERENCES:</b>

I possess a **4-year** college degree (must attach certified copy)      Major/Name of School: \_\_\_\_\_

I possess a **2-year** college degree (must attach certified copy)      Major/Name of School: \_\_\_\_\_

I possess a **Masters** degree (must attach certified copy)      Major/Name of School: \_\_\_\_\_

Other professional training certificate(s): Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Have you ever been suspended from a high school or post-secondary school (after high school)? YES NO **\*If yes, please provide details of any incidents:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT

**\*Beginning with your most current employment, list all jobs you have held in the past 10 years. Part-time, volunteer and temporary work should also be included. Periods of unemployment must also be identified.**

<b>CURRENT EMPLOYER</b>		
<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER    TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER    TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER   TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER   TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER   TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER   TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER   TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER   TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

<b>NAME OF EMPLOYER:</b>	<b>ADDRESS OF EMPLOYER:</b>	<b>PHONE NUMBER (current):</b>
<b>POSITION/TITLE:</b>	<b>FROM:</b> <b>TO:</b>	<b>SUPERVISOR:</b>
<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>	<b>CO-WORKER/ADDRESS/PHONE #:</b>
<b>FULL-TIME</b>	<b>PART-TIME</b>	<b>VOLUNTEER    TEMPORARY</b>
<b>REASON FOR LEAVING:</b> _____ _____		

May we contact your present employer during the course of the background investigation?    YES    NO <b>*If no</b> , when should contact be made? _____ _____
---

Have you ever been <b>fired</b> or <b>asked to resign</b> from any place of employment?    YES    NO <b>*If yes</b> , please give details to include when, name of employer and why? _____ _____ _____
---

Have you ever received any <b>documented reprimands</b> or <b>write-ups</b> from an employer?    YES    NO <b>*If yes</b> , please list when, circumstances and employer (if additional space is required please attach to this application) _____ _____ _____ _____
--

#### LEGAL

<b>*If you have ever been arrested, taken in physical custody or convicted of any crime, please indicate this below in the boxes provided. Exclude traffic citations.</b>			
<b>DATE:</b>	<b>AGENCY/LOCATION:</b>	<b>CHARGE:</b>	<b>DISPOSTION:</b>
<b>DATE:</b>	<b>AGENCY/LOCATION:</b>	<b>CHARGE:</b>	<b>DISPOSTION:</b>
<b>DATE:</b>	<b>AGENCY/LOCATION:</b>	<b>CHARGE:</b>	<b>DISPOSTION:</b>

Have you been placed on court probation as an adult?    YES    No <b>*If yes</b> , list all details: _____ _____ _____
--

**LEGAL continued**

Have you ever been involved as a plaintiff in a civil court action?      YES      NO

**\*If Yes**, please give details to include date, name of court and circumstances: \_\_\_\_\_

**MOTOR VEHICLE OPERATION  
DRIVER'S LICENSE INFORMATION**

An investigation of all applicants who have applied for a position with this agency will have a records check conducted regarding their driving history. Please supply the following information:

<b>CURRENT DRIVER'S LICENSE NUMBER AND STATE:</b>	<b>NAME UNDER WHICH LICENSE WAS ISSUED:</b>
---	---

Please list all vehicles registered to you and/or your spouse:

<b>YEAR:</b>	<b>MAKE:</b>	<b>MODEL:</b>	<b>LICENSE NUMBER/STATE:</b>	<b>VEHICLE I.D. NUMBER (VIN):</b>
<b>YEAR:</b>	<b>MAKE:</b>	<b>MODEL:</b>	<b>LICENSE NUMBER/STATE:</b>	<b>VEHICLE I.D. NUMBER (VIN):</b>
<b>YEAR:</b>	<b>MAKE:</b>	<b>MODEL:</b>	<b>LICENSE NUMBER/STATE:</b>	<b>VEHICLE I.D. NUMBER (VIN):</b>

**INSURANCE**

Nevada law requires (NRS 485.185) that operators and owners of motor vehicles be covered by automobile liability insurance or possess a Certificate of Self-Insurance with the Department of Motor Vehicles. Therefore, please list the current liability insurance coverage that you have on your motor vehicle(s).

<b>COMPANY:</b>	<b>ADDRESS:</b>	<b>POLICY #:</b>	<b>EXPIRATION DATE:</b>
<b>COMPANY:</b>	<b>ADDRESS:</b>	<b>POLICY #:</b>	<b>EXPIRATION DATE:</b>

Have you ever been refused auto insurance for any reason other than failure to pay a premium?      YES      NO

**\*If yes**, please give details including company name, date and reason: \_\_\_\_\_

## NOTES PAGE

Please respond to questions here that you did not have enough room for. Be sure to identify the questions(s) you are responding to.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## MISCELLANEOUS DATA

Please complete this page in your own handwriting.

Question: “Why do you want this job? How do you think it will benefit you and the agency? (Limit your answers to this page only.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## PENALTY AND CERTIFICATION

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THE FOREGOING STATEMENTS AND ANSWERS TO THE QUESTIONS. ALL STATEMENTS AND ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT FALSIFYING, WITHHOLDING OR FAILING TO ANSWER ANY AND ALL QUESTIONS COMPLETELY AND ACCURATELY MAY CAUSE REJECTION FROM CONSIDERATION FOR THE POSITION TO WHICH I AM APPLYING.

Signature \_\_\_\_\_ Date \_\_\_\_\_